Ice Breaker

- Rural Development Staff Stand
  - <5 years sit
  - <10 years sit
  - Etc...

- Grantee Staff Stand
  - <5 years sit
  - <10 years sit
  - Etc...
The current Field Office User Guide Document and eForms recorded training posted to the USDA RD SFH Direct website both provide comprehensive views of the eForms process for staff and packagers.
Step 1: Email Received

From: eFormsManager@one.usda.gov <eFormsManager@one.usda.gov>
Sent: Wednesday, January 8, 2020 2:05 PM
To: [Redacted]
Subject: eForms Package 103479-010834278 Submittal

Package 103479-010834278 was submitted by Jamie Puckett on Wednesday, January 8th, 2020 at 2:04pm.

Click [here](#) to review this package.

Please do not respond to this email, as it was automatically generated by the eForms system.

eForms Automation
RD Staff Experience (2/3)

Step 2: Click Link to Take You to eForms

Step 3: Go to Your Inbox
RD Staff Experience (3/3)

Step 4: Show Files

Step 5: eForms!
Adoption of eForms vs Packaged and Self-Help Loans | FY19 eForms Data

Please note that withdrawn/denied packaged and self help applications are not represented on this chart due to unavailable data. States not in this graph had zero applications submitted with eForms and zero packaged and self help loans in FY19.

There were 1,182 applications (410-4 packages) submitted using eForms in FY19.
Increase Adoption of eForms | Action Plan

Using eForms saves about ~30 minutes per application, enables better application tracking through a centralized intake system, and allows supervisors to understand their backlogs and current application volume.

**STEP ONE: TRAINING/EDUCATION**
- Promote eForms training on February SFH monthly teleconference
- Host four smaller regional eForms trainings
- Market eForms training during February Self-Help conference
- Look into marketing eForms at packager training

**STEP TWO: MARKETING**
- Publish a story on eForms in the packager newsletter (especially for intermediaries and non-certified packagers)
- Encourage SFH staff to invite their partners to their office to learn about eForms
- Promote eForms trainings on RD state websites

**STEP THREE: PROGRAM REQUIREMENTS**
- Require use of eForms from:
  - Non-certified packagers (where USDA is financing the packager fee)
  - Self Help Grantees
- Encourage use of eForms from:
  - Realtors
  - Other community partners
Andria and Andrea 2015 Self-Help conference